



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

NOTICE OF REGULAR MEETING

PARKS AND RECREATION BOARD

City Hall Postmaster Conference Room
116 Union Avenue

WEDNESDAY
September 28, 2016
7:00 p.m.

- 7:00 1. **CALL TO ORDER** – Roll Call
2. **APPROVE** the minutes of the meetings of the June 22, 2016 and July 20, 2016 meetings (*P.1*)
- 7:05 3. **CITIZEN COMMENTS** on items not on the agenda
- 7:45 4. **DISCUSSION ITEM** - Value Statement Template (attached) – Outline was discussed at May meeting. Refine/modify at September meeting. (*P.7*)
- 8:30 5. **OTHER BUSINESS/INFORMATION ITEMS**
- a. Project Manager Updates (*P.9*)
1. Hal Moe Pool Building Remodel
2. 20 Acre Park
3. WSDOT Pedestrian Bicycle Grant
4. Naming Committee
5. CIP
- b. Parks and Facilities Maintenance Updates (*P.11*)
1. Pilchuck Park Improvements
2. Recently Added Park Maintenance
3. Police Remodel
- 8:45 6. **ADJOURN**

NEXT MEETING: The next regular meeting is scheduled for Wednesday, October 26, 2016 at 7 p.m. in the Snohomish City Hall Conference Room, 116 Union Avenue.

Meeting Guidelines

The Snohomish Parks Board always welcomes the professional and respectful comments from members of the community.

- ◆ Meetings end at 9:00 p.m. unless a majority moves to continue.
- ◆ Citizen comments are limited to three minutes.
- ◆ Each agenda item will have time allocations.
- ◆ Agenda items will be discussed in the following format: Staff Presentations, Citizen Comments, Board deliberation, and action.
- ◆ All Agendas will include the Annual Calendar.
- ◆ Agendas will be emailed to Boardmembers.

Parks and Recreation Board Meeting Calendar – 2016

Month	Agenda Topics
January	a. Focus Review of Pilchuck Park – Long Term Park Planning Needs b. NRPA Membership and Logo c. Parks Website d. 2016 Meeting Calendar
February	a. NRPA Membership and Logo b. Parks Website c. Ferguson Park d. Union Avenue Street Tree/Streetscape
March	a. 20 Acre Park – Open House Forum Discussion b. Fisher Park c. Volunteer Updates
April	a. Kla Ha Ya b. Cady Park
May	a. Off Leash Dog Parks (Frisbee Golf) b. Maple Avenue c. REET Funding
June	Morgantown
July/August	Walking Tours – Interurban Trail and Centennial Trail
September	Averill Field
October	Hill Park
Nov/Dec	a. Wildlife Refuge b. 2015 Year in Review



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Parks and Recreation Board

Meeting Summary

June 22, 2016

New Boat Launch

20 Lincoln Avenue

1. **CALL TO ORDER:** Meeting was called to order at 7:00 p.m.

Roll Call:

Present:

Park Board:

Lya Badgley, Chair
John First
Chris Harper
Lea Anne Burke

Staff:

Denise Johns
Mike Johnson
Angela Evans

Citizens/Other:

Derrick Burke, Council

Parks Foundation:

Ed Poquette

Absent: Noah Pylvainen

2. **APPROVE MEETING SUMMARY:** The May 25, 2016 summary was approved.
3. **CITIZEN COMMENTS** - None
4. **DISCUSSION ITEMS**

- a. Value Statement Template

The Board discussed the vision statement template provided by Council and the need for it. The template was approved as presented.

- b. Fischer Park Neighborhood Meeting

The meeting took place Saturday, July 18. About 15 neighbors attended the meeting, which is a great showing of support for this neighborhood pocket park. In addition to discussing master planning and grants, it was an opportunity for neighbors to connect and exchange email addresses in order to communicate about issues and neighborhood events. The neighbors had some great comments that Ms. Johns will be incorporating into planning. In addition, Ms. Johns has received feedback on her presentation in Olympia and will be revising her PowerPoint for the second presentation in August where she will make her final pitch concerning park improvements.

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c. Pilot Parking Program

Ms. Johns informed the Board the City will be utilizing a pilot program as a way to evaluate the new boat launch's use and whether or not the City should charge for parking. The Washington State Department of Fish and Wildlife (WDFW) is recommending that users who have fishing licenses and/or the Discovery Pass not be charged for using the launch. WDFW will be assisting with maintenance, as they have the appropriate equipment and the City does not. The cost for buying or renting the required equipment is not in the City's budget. Considering the amount of times this property floods each year, the City will be saving money by having WDFW doing maintenance.

The Board expressed concern about charging citizens to use public land, and if the City does charge for the boat launch parking, people may start parking in the nearby neighborhood.

The Board asked for clarification on WDFW maintenance being contingent on the City not charging those with the Discover Pass/fishing license. *(Needs follow-up: will be answered at the September meeting)*

The issue of charging people who don't use boat trailers but instead place watercraft on top of their car, or people parking at the launch to access the trail was also discussed.

Ms. Johns reiterated the pilot program will be used to evaluate use at the launch and to gather data in order to get a recommendation from Council regarding fees in 2018.

d. Park Signage Update

The City has a new marketing/branding campaign and has asked for the Board's thoughts. Overall, the Board felt the new branding was too suburban and boring. The current brown and white signs, which are similar to National Parks signs, are rustic and add to the historic feel of the City. Ms. Johns will take the comments back to the City and work on re-crafting signs for the City's parks.

5. INFORMATION ITEMS:

a. Naming Committee

The naming committee is meeting at 5:00 p.m. on June 29 at City Hall. This first meeting will be organizational.

b. Hal Moe Pool Progress

Ms. Johns stated that the next meeting will be a fun, decision making meeting with no presenters. At the last meeting, the operating, construction, and staffing costs were really driven home. At the next meeting the committee can be re-

AGENDA ITEM 2

directed back to the vision and goal for a community gathering place that benefits the neighborhood, as opposed to a revenue generating site.

c. Hill Park Rain Garden Modifications

Mr. Johnson updated the Board on some of the issues with the rain garden at Hill Park. It is getting inundated with too much water, causing a blowout at the end. Although there were many more issues prior to the rain garden being put in, and it is currently taking care of about 75% of the water, the Conservation District is taking another look and providing a plan for a second cell. A pipeline will be installed under the walkway with a controlled outflow to the lake.

Like the existing rain garden, the second one will look really nice.

This project will be broken up into two separate Eagle Scout projects. One will be building the extra cell, and one will be the installation of fencing and the path. The new fencing will match the existing fencing.

6. **OTHER BUSINESS:**

As this was Ms. Burke's last meeting as a Boardmember, she addressed and thanked the Board for their cohesiveness and several accomplishments during the last 11 years, such as such as new docks, shoreline stones, rain gardens throughout the City, the Centennial Trail that comes into town, the Wildlife Refuge, the Riverfront Trail, the Ludwig Property, the new boat launch, the annual clean-up event, many tree plantings, painting, and numerous Eagle Scout projects. The committee has done a lot of work that she is very proud of.

Ms. Burke also provided a short wish list for Morgantown Park; a garbage can at the bottom of the hill close to the river stairs and a 6-ft pole fence instead of the chain link fence. She loves the rain garden, but she has noticed it is blowing out at the end. (*Needs follow-up: garbage can, fence and second rain garden cell was placed on the Eagle Scout project list*)

She asked that for parks, the City keeps it simple and to continue adding more trees. She would also love to see a carousal in town.

Ms. Badgley thanked Ms. Burke for all her years of service and stated that she has come to rely on Ms. Burke's knowledge and skill set related to conservation and environmental issues and hopes that she will still be an advocate for these causes.

Next Meeting - The July/August combined meeting will be held on July 20, 2016 at Kla Ha Ya Park.

7. **ADJOURN:** Meeting adjourned at 7:50 p.m.

Approved this _____ day of _____, 2016

_____, Chair
Lya Badgley



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Parks and Recreation Board

Meeting Summary

July 20, 2016

Kla Ha Ya Park Tour and Master Plan Overview

1. **CALL TO ORDER:** Meeting was called to order at 7:10 p.m.

Roll Call:

Present:

Park Board:

Lya Badgley, Chair
John First
Chris Harper
Noah Pylvainen

Staff:

Denise Johns
Mike Johnson

Citizens/Other:

Derrick Burke, Council

Parks Foundation:

Mac Magruder

2. **APPROVE MEETING SUMMARY:** June Minutes have not been approved.
3. **CITIZEN COMMENTS** - None
4. **DISCUSSION ITEM** – Kla Ha Ya Park Master Plan:

The Board reviewed the current master plan and decided revisions are needed to the Kla Ha Ya Park Master Plan.

5. **INFORMATION ITEMS:**

- a. Boat Launch Update:

Boat Launch parking issues were discussed:

1. Cars are parking in the trailer parking stalls and leaving no where for trailers to park. *Staff is looking at signs that can be installed to help users to understand where to park.*
2. Slippery ramp - 2-wheel drive vehicles are having a difficult time launching their boats due to the constant silt build-up. *Staff is looking into warning signs to inform users of the slippery ramp.*

AGENDA ITEM 2

3. Parking Fee - recommending no fee if WDFW helps with the maintenance. WDFW has agreed to help with flood clean-up maintenance if fees are waived for users with a fishing license and/or Discovery Pass.
4. Fencing - fencing will be installed when permits are in hand and bid is accepted.
- b. Fisher pocket park update:

 Staff has met with the neighborhood and received very positive feedback and is moving forward with the park improvements planning.
6. **OTHER BUSINESS:** Next meeting is scheduled for September 28, 2016 at City Hall.
7. **ADJOURN:** Meeting adjourned at 7:55 p.m.

Approved this _____ day of _____, 2016

_____, Chair
Lya Badgley

AGENDA ITEM 2

DISCUSSION ITEM 4

City of Snohomish Boards and Commissions

Values Statement Template

_____ = Specific Board or Commission Name

Purpose:

The _____ is a citizens advisory committee appointed by the City Council dedicated to...*(to be completed by the individual board or commission)*

Respect:

The _____ believes that honesty, integrity, cooperation and civility are essential in maintaining respect for citizens and for their involvement in the decisions that are important for our community.

Community:

The _____ honors its role in serving the community through a commitment to diversity, volunteerism and compassion.

Responsible Stewardship:

The _____ embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character.

Excellence in Leadership:

The _____ endeavors to excel in leadership through accountability, effectiveness and efficiency, honesty and veracity, and fairness and equity. In working for the greater good of the community, it values listening before making decisions, responding to and respecting diverse opinions and being constantly aware of changes in the community that may require the City's attention.

Regional Perspective:

The _____ advocates within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.

Respect for the Decision-Making Process:

The _____ seeks in its operations as an advisory body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.

Open and Transparent:

The _____ strives to engage the community through transparent processes, collaboration with citizens and public participation in its meetings.

DISCUSSION ITEM 4

INFORMATION ITEM 5a

To: Parks and Recreation Board

From: Denise Johns

Date: September 28, 2016

Subject: Project Manager's Update

Hal Moe Pool Building Remodel

Request for Proposals for Hal Moe Building Remodel

Staff presented to City Council a request for proposals (RFP) for an architect / architectural team to develop preliminary plans and costs estimates for the Hal Moe Pool Building remodel. After discussions, Council voted for staff to proceed with the advertisement, interview, and select a consultant (team) to draft conceptual plan, and preliminary cost estimate. The RFP will be reviewed with the Hal Moe Pool Committee during their meeting on September 29, and advertised for 30 days thereafter.

REFERENCE DOCUMENT:

<http://ci.snohomish.wa.us/AgendaCenter/ViewFile/Agenda/09202016-632> (See page 123)

Focus Group

In mid to late October, staff will be organizing and holding a focus group meeting for the Hal Moe Site, targeting skateboarders and youth between the ages of 12 and 18. Date and venue TBD.

Public Art – discussion item

The family of Corey McCrea is interested in promoting the installation of a public art piece celebrating skateboarding. Corey championed the skate park development in his youth and inspired many people as result of his life. He left his physical body and earth August 2015. Staff would like direction from the Park Board regarding the idea of public art at the site.

20 Acre park

Paid Parking:

A paid parking program was analyzed as a strategy to generate revenue and a means to offset maintenance costs. Since June 2016, staff has observed parking use, providing a basis for revenue and operating cost estimates. Although staff will continue to monitor parking patterns, at this time estimated costs from operating and managing paid parking will exceed expected revenue.

WDFW:

The Washington State Department of Fish and Wildlife (WDFW) initiated discussions with the City, proposing WDFW provide maintenance of the boat launch in exchange for free parking for sportsmen holding a WDFW Discovery Pass. Funds collected from sportsmen' WDFW Discover Pass purchases support WDFW efforts to maintain water access facilities such as the City's new boat launch. A majority of users at the City's new boat launch likely hold WDFW Discovery

INFORMATION ITEM 5a

Passes, thereby contributing to the boat launch maintenance. In addition, representatives of the Snohomish Sportsmen's Club have expressed their support to offer free parking for Discovery Pass holders.

WDFW is proposing maintenance services to the City's facility through a Temporary Use Permit (TUP). The TUP could be renewed annually if acceptable to the City and WDFW. WDFW's maintenance assistance consists of after-flood silt and debris removal, Hydraulic Permitting Approval (HPA) administration, and special water-entry equipment needed to maintain access to the new boat launch. This work is expected to save the City approximately \$5,340 per flood event in labor and equipment costs.

Fencing:

Canine-proof fencing (field wire type fencing) is one of the covenants on the purchase and sales agreement between the Stockers and City. The fencing is required on the north and south property lines and along a 'shoot' paralleling Lincoln / Old Snohomish Monroe Road. Field wire fencing is not allowed in flood hazard areas. We will be working with the Stockers for an alternative solution such as planting.

The City has secured planning approval to move forward with a wire fence construction. The County of Snohomish requires all new development in the flood hazard area requires a habitat assessment demonstrating compliance with the 2008 Biological Opinion that was issued by National Marine Fisheries Service. The City has requested and received a proposal for a biologist (Northwest Environmental – fee is \$4,000) to complete the report required. Funding for this work and fencing has been identified in the City's 2017 Capital Improvement Plan.

WSDOT - Pedestrian and Bicycle Grant

Second Street:

Washington State Department of Transportation (WSDOT) met with staff on September 13 to review the Second Street design project staff submitted for a WSDOT pedestrian and bike grant. The grant request is for \$250,000 in funding to prepare plans for public outreach and 80% construction drawing for the redesign of the avenue focusing on pedestrian/bike/auto safety, beauty, and water quality. WSDOT staff provided comments to the City in efforts to clarify scope of work and assure adequate funding availability.

Naming Committee

Staff is continuing to gather relevant historical information for each park property to be used by the Committee in their future discussions. The next meeting date will take place mid November.

City Capital Improvement Plan

The City has adopted a five year Capital Improvement Plan, and park projects are indicated beginning on page 41.

REFERENCE DOCUMENT:

<http://ci.snohomish.wa.us/AgendaCenter/ViewFile/Agenda/09202016-632>

INFORMATION ITEM 5b

To: Parks and Recreation Board

From: Mike Johnson – Public Works Services Manager

Date: September 28, 2016

Subject: **Parks and Facilities Maintenance and Improvements Update**

Pilchuck Park Sprinkler System and Field#1 Improvements

This summer, parks staff made repairs to the Pilchuck Park sprinkler system and baseball field #1 in an effort to prepare for fall baseball and flag football season. Park staff dedicated the entire month of August to this project in order to ensure repairs were completed before the first week of September when fall ball starts.

The sprinkler system was originally installed in 1976 when the park was built. Over the years, the sprinkler system functioned periodically until about 8 years ago when the Parks Department quit using the sprinkler system due to its unmaintained condition.

According to plan, staff has completed repairs to the electrical system, 12 separate sprinkler main line breaks, and the pump and control wiring. The system is functioning well and the pump pressure is holding at a consistent pressure.

Field #1 maintenance is complete. Staff has spread topsoil and grass seed over the outfield to smooth out uneven ground. Staff removed the grass infield, installed 110 tons of infield mix, and cut all grass edges so everything looks straight and true. The newly repaired sprinkler system is watering the new grass and the new grass is ready for play. Fall baseball and flag football season is underway.

Roundabout, Boat Launch and other newly acquired maintenance areas

The City Parks staff has had its hands full over the past year trying to juggle all the new beautification areas added to their annual schedule, including the roundabout, boat launch & 20-acres, Second Street and Lincoln Avenue planting beds, and the 20-acre Ludwig Park.

Staff has managed remarkably well under the circumstances and has been able to keep these areas looking good. Staff is proposing the hiring of outside help (contracted maintenance) in the 2017 budget to help offset some of the added maintenance, and to keep the vegetation levels at the City's entrance areas well maintained.

Police Station Remodel Project

BACKGROUND:

In 1990, the City of Snohomish purchased the Bank of Everett building at 230 Maple Avenue. A few years after the purchase, the building was remodeled into what we now know as the City of Snohomish Police Station. Over the past twenty years, police services and the City's needs have

INFORMATION ITEM 5b

changed. The building has also seen its share of wear and tear from normal day-to-day police operations.

The purpose of this project is to remodel the main police station area in a way that will enhance and support officers in their day-to-day business activities, including police patrol, evidence management, drug investigations, crime prevention, and special services such as the school resource officer, K-9 patrol, animal control, citizen services and public records management.

The remodeling of the building will help streamline Snohomish Police Department criminal justice processes, and provide the department with greater organizational efficiencies through improved utilization of the existing space within the building.

Project construction is expected to begin in October and be completed by late December.

PROJECT FUNDING:

This Capital Improvement Project is identified in the 2016 Budget and is funded through the Police Seizure Funds. Total project budget, with contingency is \$125,933.70. This leaves \$15,066.30 left within the Police Seizure Fund for additional furnishings and other equipment that may be needed to enhance the functionality of the Snohomish Police Department.